

Request For Board Action

REFERRED TO BOARD: October 17, 2016

AGENDA ITEM NO: 7

ORIGINATING DEPARTMENT: Administration

SUBJECT: Approval of a Resolution Adopting Administrative Policy on Traffic Calming

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

After numerous discussions relating to traffic at the intersection of Hillside & Harden, staff worked with the Village Engineer on a policy to review and assess traffic concerns in the community. The draft administrative policy was presented to the Village Board Committee of the Whole on June 15, 2016. At that meeting, staff reviewed the policy which establishes a committee and procedure to hear requests made by residents bringing traffic concerns to the Village. At that time, the board was asked to provide comments relating to the policy so that a final draft may be presented to the board for approval. No comments were provided.

After presentation of the policy at the October 12, 2016 Committee of the Whole meeting, it was agreed to place this item on a Village Board Agenda for consideration.

DOCUMENTS ATTACHED:

1. Resolution

RECOMMENDED MOTION:

Move to approve a Resolution Adopting Administrative Policy on Traffic Calming.

RESOLUTION 2016 - _____

A RESOLUTION ADOPTING ADMINISTRATIVE POLICY ON TRAFFIC CALMING

WHEREAS, From time to time issues related to traffic and rights-of-way are brought to the attention of the Village Board and Village Staff; and

WHEREAS, Many times, the issues or concerns are not similar or uncomplicated and may be directed at one or more Village Departments; and

WHEREAS, The Village has no formal policy or procedure to resolve the traffic or right-of-way issues raised by any department of the Village; and

WHEREAS, The Village Board finds the attached exhibit A. administrative policy will help to resolve issues related to traffic and assist the Village staff with a procedure to standardize a response to the issue and the person(s) raising the issue; and

NOW THEREFORE, BE IT RESOLVED by the Village of Antioch, Lake County, Illinois, as follows:

SECTION ONE: The Administrative Policy on Traffic Calming is approved.

SECTION TWO: This resolution shall take effect immediately upon passage.

PASSED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF ANTIOCH, ILLINOIS, ON THIS _____ DAY OF _____, 2016.

ATTEST:

LAWRENCE M. HANSON, MAYOR

LORI K. ROMINE, VILLAGE CLERK

EXHIBIT A – ADMINISTRATIVE POLICY ON TRAFFIC CALMING

In an attempt to standardize certain issues amongst departments, administrative policies will be developed and forwarded to the attention of the Department Head for distribution and reference within the department.

1. The Police Department, Public Works and the Village Engineer work to establish and maintain the Village transportation system to operate efficiently and safely. They will coordinate and make any changes required to maintain this efficiency and safety.
2. If a traffic issue is raised by a resident it should be reviewed and acted on under this policy. These issues are normally received through Village Board and Plan Commission members and on the Village website (Action Line Request). Issues related to regulatory actions such as traffic enforcement are initially reviewed by the Police Department. Issues related to maintenance or non-regulatory signage are initially reviewed by Public Works.
3. Issues referred to the Police Department are reviewed by assigned personnel and, based on the specific issue, the Department may initiate one or more of several options, if deemed appropriate. These options include:
 - a. Directed Patrol assignments, where patrol units are assigned specific amounts of times during identified shifts to be at the location to identify traffic violations specific to the issue.
 - b. Deployment of speed trailer to attempt to increase voluntary compliance with speed regulations.
 - c. Utilization of Operation Traffic Watch, a citizen manned program which seeks to increase voluntary compliance with speed regulations.
 - d. Initiation of special enforcement assignment for specific location.

While the Police Department is initiating efforts to resolve the issue, they will maintain communication with the citizens who raised the issue, as appropriate.

4. Issues referred to Public Works are reviewed and if the opinion is that the issue can be addressed by the installation of a warning sign, Public Works will install the sign and coordinate with the resident raising the issue. Public Works will require a written request for warning signs related to specific residents, such as a blind pedestrian. Public Works will maintain the letter on file and review the need for continued presence of the sign every five years.
5. If neither of the above reviews adequately address the issue, it will be referred to the Traffic Calming Committee. The committee is made up of representatives of three of the departments responsible for traffic issues within the Village
 - a. Police Department
 - b. Public Works
 - c. Village Engineer (Consulting)

To be eligible for review by the Committee, the street at issue must meet the criteria listed below: The Village Engineer will determine if the street meets the applicable criteria noted.

- a. Be a minor or collector street under the Village's jurisdiction.
 - b. Have traffic volumes ranging from 300 to 5,000 vehicles per day.
 - c. Have a posted speed limit of 30 mph or less.
 - d. Be at least 1,000 feet in length.
 - e. Not be a cul-de-sac.
 6. The first action of the committee's review is to take traffic counts. Village Engineer will take the traffic counts. Village Engineer will use their automated traffic counters to perform a seven day count. At the end of the count, Village Engineer will forward a summary report (showing general traffic characteristics and general speed characteristics) and a Time / Speed report (showing traffic counts grouped by speed and time of day). Applicable accident data from the Village Police Department or other agency shall be gathered. The reports will be sent to the Traffic Calming Committee for review.
- The Village Engineer will contact local agencies who may have an interest and input regarding the consideration of any traffic calming measures, including fire districts and school districts.
7. The Village Engineer will arrange a date and time for the committee to meet to discuss possible solutions to the issue. The meeting will generally take place about a week after the reports are forwarded to allow enough time to consider the problem and possible solutions.
 8. The committee will consider what action is required to address this issue. Possible solutions may include:

- a. Continue with Police Department enforcement actions – some problems may not be significant enough or capable of being solved by changes to the physical environment.
- b. Changes to speed limits or other regulatory signage – These actions may be needed due to risks to the community where voluntary compliance or increased enforcement provides the best solution to the problem.
- c. Physical changes – Due to their cost and intrusive nature, these are the last thing considered. Many times these will require the work to be budgeted.

Any traffic calming measures and designs shall be considered for their appropriate application and effectiveness per the recommendations in the Manual on Uniform Traffic Control Devices (MUTCD), the Institute of Transportation Engineers (ITE) and TrafficCalming.org.

9. To ensure the proposed actions meet the needs of the community, any recommended action beyond continued Police enforcement will be approved by a petition signed by residents of the area affected by the change. An example petition is attached. The Traffic Calming Committee will determine the area the petition must include. The resident raising the issue will circulate the petition and obtain approval from 75 percent of the residents in the area affected. If the petition is not approved, the work will not proceed.
10. If the petition is approved, the suggested action will be sent to the Village Board for final approval. Where possible, changes which can be removed without undue expense will be reviewed with the residents after one year in place to ensure they are meeting the needs of the community. The Traffic Calming Committee will survey the residents in the affected area and prepare a recommendation for future actions. The recommendation will be presented to the Village Board for their information and approval, if necessary.
11. Recommendations for the placement or removal of any traffic calming device will be done as a Committee. No single member of the Committee shall implement the placement or removal of any traffic calming device/measure.

Revisions:

Date
February 24, 2016

Summary of Changes
Original



Petition to place stop sign and stripe on Hillside Avenue and Harden Street

Petition summary and background	A concern has been submitted to the Village of Antioch Traffic Calming Committee reference speeding autos on Hillside Avenue and Harden Street between Route 59 and Route 173. A proposed solution to this problem is the placement of a stop sign on the SE corner of Hillside and Harden and striping centerlines and edges down both streets. Prior to the placement of any traffic calming devices the petitioners must obtain a 75% approval of residents on the roadways most impacted by use of the devices. For this proposal the petitioner must obtain a 75% approval on Hillside Avenue and Harden Street.
Action petitioned for	Placement of Stop Sign and Striping on Hillside Avenue and Harden Street

Printed Name	Signature	Address	Comment	Date